



**LOS ANGELES COUNTY
OFFICE OF SMALL BUSINESS/PTAC
Presents**

**FEDERAL PROPOSAL PREPARATION
WORKSHOP**

**Thursday, September 12, 2013
1:30 p.m. – 4:30 p.m.
at**

**Carson Community Center
801 E. Carson St.
Carson, CA 90745**

Cost: No Charge

COURSE TOPICS:

- *How to review and prepare a bid response to a solicitation*
- *Differences between IFB, RFQ, RFP and the strategy on responding to each proposal*
- *How to locate bids- and the "no bid" decision*
- *Review process- analyzing scope of work and evaluation criteria;*
- *How to develop- outline, executive summary, technical and cost proposals; coordinating and finalizing the finished product*
- *5 common mistakes vendors make; what to include in your proposal; strategies for after submission*
- *What to do if rejected - debriefings, protests;*
- *how to find government buyers.*
- *And more.*

Limited Seating – RSVP early to reserve space

**Register online at osb.lacounty.gov
Go to "Events and Training Course Calendar"**

FOR MORE INFORMATION CONTACT THE OFFICE OF SMALL BUSINESS:

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